



# **Agricultural Sales Placement**

## **Example Application**

# PLACEMENT Proficiency



Place Label Here

CHAPTER #: \_\_\_\_\_

STATE: \_\_\_\_\_

Member ID #: \_\_\_\_\_

## AGRICULTURAL SALES

Name of Proficiency Award Area

1. Name: Matt Roberts
2. Date of Birth: \_\_\_\_\_ 3. Age: \_\_\_\_\_
4. Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female 5. Social Security #: \_\_\_\_\_
6. Address: (street/R.R./box no.) \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
7. Home Telephone number (including area code): \_\_\_\_\_
8. Name of Parents/Guardians 9. List Parents/Guardians Occupation Below:
- a. Father: \_\_\_\_\_
- b. Mother: \_\_\_\_\_
10. Complete FFA Chapter Name: \_\_\_\_\_
11. Name of High School: \_\_\_\_\_
12. School Address: (street/RR./box no.) \_\_\_\_\_
- School City: \_\_\_\_\_ State: \_\_\_\_\_ School Zip: \_\_\_\_\_
13. School Telephone Number (including area code): \_\_\_\_\_
14. Chapter Advisor(s): \_\_\_\_\_
15. Year FFA Membership Began: \_\_\_\_\_
16. Years of Agricultural Education Completed: \_\_\_\_\_
17. Years of Agricultural Education Offered (grades 7-12) in high school last attended: \_\_\_\_\_
18. Year in school at time of applying for the award: \_\_\_\_\_
19. If you have graduated from the high school, year graduated: \_\_\_\_\_
20. State/National Dues paid? NO \_\_\_\_\_ YES \_\_\_\_\_

We have examined this application and find that the records are true, accurate, and complete. We hereby permit for publicity purposes, the use of any information included in this application with the exception of the following:

\_\_\_\_\_  
Candidate Signature\_\_\_\_\_  
Parent or Guardian Signature

In addition, we certify the applicant has achieved a satisfactory record of scholastic achievement.

\_\_\_\_\_  
Chapter Advisor Signature\_\_\_\_\_  
Superintendent or Principal Signature  
(indicate which)

The information contained in this application has been substantiated by an actual visit to the site of the applicant's supervised agricultural experience program.

\_\_\_\_\_  
Employer Signature (if applicable)\_\_\_\_\_  
State Supervisor, Ag Ed, Signature

**NOTICE:** This application will not be returned by the National FFA Organization. Please make a copy for your records.

## I. Performance Review

## AGRICULTURAL SALES

### A. Getting Started in this activity:

(15)

1. Briefly describe your SAE as it is related to this proficiency area. Describe how you started in this proficiency area. What interested and motivated you to begin?

Clayton Garden Center has long been hiring local teens to work at their store. In the spring of 1998 the manager was looking for new recruits. The Clayton family and my family have been friends for many years and I was a freshman in high school looking for a job in an agriculturally related field of work. One day the manager was talking with my parents and asked me if I would work. Two days later I was potting plants. I was hired in part because of my past experience from working on the farm. The owners wanted to hire somebody with past experience of farm work because much of the work at the garden center was farm related. They also wanted to hire someone they knew and could trust. When I was starting FFA I was very interested in SAE projects. I had already started a Diversified Livestock and Grain Production SAE when I was given the chance to work at Claytons. I felt that I could expand my two entrepreneurship production SAE projects and start a new placement project with my employment at the Garden Center. Since I have started working at Claytons, all of my SAE projects have developed very well.

2. When you were planning your supervised agricultural experience in this proficiency area, what 2 or 3 goals and objectives did you plan to achieve at this point in your development?

When I first started working at Clayton's Garden Center There were a few things that I wanted to accomplish. The first thing that I strived to obtain was a checking account. I felt that by having a checking account I could acquire financial independence and responsibility. Having a checking account would enable me to purchase a vehicle and save money towards college. Starting work at Claytons was a way for me to build the firm agricultural background I was looking for. I hoped that by working at Claytons I would be able to understand more about plants and what it took to grow them. I also looked forward to helping the FFA horticulture team as they competed at the state contest. During my freshman year I wanted to become as active as I possibly could in FFA. I felt that by being an active member I would have to participate in all of the judging activities that I possibly could. One of the judging events that I was particularly interesting to me was horticulture judging. I felt that horticulture judging would be a breeze, since it was mostly memorization. However, memorizing flowers and plants that I had no clue about was going to be difficult. Getting the job at Claytons was giving me the chance to learn about flowers and other plants. This knowledge would allow me to become an asset to our judging team.

### B. Progress:

1. Describe any special advantages or disadvantages that had a major impact on your achievements in your supervised agricultural experience program.

A major advantage I had in receiving this job was that the Clayton family and my family have known each other for close to fifty years. Another advantage I had in receiving my job at the Garden Center was my farm experience. I had had some experience in planting seeds and caring for plants at home. These lessons of caring for plants and developing good work ethic has been a major factor for me being hired on to the Garden Center work force. One disadvantage I had in taking the job at Clayton's was that I had never worked one on one with employees and customers. When I started working I had to adjust to being able to help and assist customers. I soon adjusted to helping customers and now it's second nature to me. Another disadvantage when I began working was that I didn't really know my plants or very much about the wide variety of products that the business carried. Now, with more than two years of working for Clayton's I have pretty well memorized all of the different kinds of flowers and have developed a good understanding of many of the products. I appreciated all of the advantages I had concerning my SAE project and have learned to overcome disadvantages that I may have had.

**B. Progress (continued)**

2. Briefly describe your placement in this proficiency area. (Include a description of the business/farm, working conditions, size, number of employees, type of facilities, equipment available, etc.)

Clayton's is a family owned Garden Center that has been in operation since 1954. Clayton's employ 10 employees. The Garden Center consists of 11 greenhouses. Generally, two are set aside as starter houses, one (which is heated) for winter storage of perennials, and the rest are used as growing houses during the summer months. In addition to greenhouses, Claytons also incorporates 8 cold frames for growing and displaying annual and perennial flowers. We also make use of the hundreds of feet of piers that are used to display and grow some of our more hardy flowers and perennials. In addition to the main store, there is also a separate shop and storage building that is used for power lawn equipment.

3. How has your position description and/or responsibilities changed during the time of your placement?

At Claytons I started off as basic labor, potting plants and doing carry-out for people. Towards the end of my first year my responsibilities began to change. I was learning what it took to be a good salesman. This meant that I had to know my flowers. After I had learned many of our flowers and their basic maintenance I was able to sell them to customers. Being a salesman led me to take on other responsibilities in the store. These responsibilities included running the cash register and running the credit card machine. I also started taking phone calls and answering questions people had about their flowers. My employer now has enough confidence in my abilities that I have been allowed to run the whole store by myself when my employer needed to get away.

**C. Analysis/Evaluation of Program**

1. Describe your level of achievement and progress towards your goals (such as skills, scope, etc.) in this award area as related to the goals and objectives described on page 2, question 2.

Since I have started working at Clayton's I have made huge strides towards achieving my goals. Soon after beginning work I needed an account where I could deposit my earnings. The answer to my problems was a checking account. Soon after acquiring my check book I invested in a new truck. Lately, I have also been saving money for the initial expenses that I have for college. After three years at Claytons, I have learned more than I ever thought I could about plant identification. This knowledge enabled me to help my horticulture team place second in the state horticulture contest last year. Besides helping me prosper in this proficiency area, the job at Claytons has also given me an extra source of income which has been invested towards my Diversified Livestock and Grain Production SAE projects.

2. Describe the personal goals, educational goals, and career goals you would like to achieve in the next ten years.

Within the next ten years, I plan on graduating high school with high honors and attend Purdue University. After four years of attending Purdue University, I would like to earn a Bachelor's Degree in Agricultural Systems Management and a second degree in Military Science. I then plan to enlist in the United States Army's Airborne Division. I plan to serve either a three or four year enlistment. After military service, I would like to return and work testing new farm equipment. Although this may sound somewhat illogical, I have an interest in military and political history. I also have an uncle who is a career military man in the United States Air Force. I feel that not only can I serve my country, but that I can also learn and experience more about our nation's history. Eventually, my desire is to return to an agricultural field. My degree in ASM should prepare me to do this.

II. Scope, Income and Expense Summary for : AGRICULTURAL SALES  
 Placement and Research Experimentation Type Supervised Agricultural Experience Program

(20)

Year	Major Job Title Type of Work and/or Activities completed	Total Hours Worked			Gross Earnings (D)	Total Expenditures (E)	Net Earnings (F)**
		Unpaid (A)	Paid (B)	Total (C)*			
<b>Mo/Day/Yr</b>	Clayton Garden Center		721.0	721.0	\$3,424	\$6	\$3,418
03/17/1998 to	- watering/caring for plants			0.0			\$0
Dec. 31	- carry out			0.0			\$0
1998	- cleaning flower beds			0.0			\$0
(Year)	- planting and potting seedlings			0.0			\$0
	- cashier			0.0			\$0
<b>Totals for Year 1</b>		0.0	721.0	721.0	\$3,424	\$6	\$3,418
Jan 1, to	Clayton Garden Center		710.0	710.0	\$3,647	\$15	\$3,632
Dec. 31	- customer service/delivery			0.0			\$0
1999	- fertilizing/watering flowers			0.0			\$0
(Year)	- greenhouse maintenance			0.0			\$0
	- power equipment sales			0.0			\$0
	- cashier			0.0			\$0
<b>Totals for Year 2</b>		0.0	710.0	710.0	\$3,647	\$15	\$3,632
Jan 1, to	Clayton Garden Center		619.0	619.0	\$3,401	\$12	\$3,389
Dec. 31	- greenhouse construction/maintenance			0.0			\$0
2000	- selling power equipment			0.0			\$0
(Year)	- assisting/consult with customers			0.0			\$0
	- Christmas tree sales			0.0			\$0
	- nursery/landscape plant sales			0.0			\$0
<b>Totals for Year 3</b>		0.0	619.0	619.0	\$3,401	\$12	\$3,389
Jan 1, to				0.0			\$0
Dec. 31				0.0			\$0
2001				0.0			\$0
(Year)				0.0			\$0
				0.0			\$0
<b>Totals for Year 4</b>		0.0	0.0	0.0	\$0	\$0	\$0
Jan 1, to				0.0			\$0
Dec. 31				0.0			\$0
2002				0.0			\$0
(Year)				0.0			\$0
				0.0			\$0
<b>Totals for Year 5</b>		0.0	0.0	0.0	\$0	\$0	\$0
Jan 1, to				0.0			\$0
Dec. 31				0.0			\$0
2003				0.0			\$0
(Year)				0.0			\$0
				0.0			\$0
<b>Totals for Year 6</b>		0.0	0.0	0.0	\$0	\$0	\$0
<b>GRAND TOTALS</b>		0	2,050	2,050	\$10,472	\$33	\$10,439
<b>Year (1+2+3+4+5+6)</b>							

\* Columns (A) plus (B) = (C)

\*\* Columns (D) minus (E) = (F)

### III. Balance Sheet

AGRICULTURAL SALES  
(5)

<b>ASSETS &amp; INVESTMENTS</b>	Beginning Value on Date Entered Ag (A)	Ending Value at End of Last Completed Record Year (B)
1. Current/Operating Assets		
a. Cash on-hand, checking and savings	\$2,324	\$526
b. Cash value - bonds, stocks, life insurance	\$0	\$4,487
c. Notes & accounts receivable	\$0	\$451
d. Total Current/Operating Inventory (all other current assets)	\$0	\$22,862
2. Total Current/Operating Assets (1a+1b+1c+1d)	\$2,324	\$28,326
3. Non-Current/Capital Assets	\$600	\$22,995
<b>4. Total Assets (2+3)</b>	<b>\$2,924</b>	<b>\$51,321</b>

<b>LIABILITIES</b>		
5. Current/Operating Liabilities (notes payable)	\$0	\$16,733
6. Non-Current/Capital Liabilities	\$0	\$0
<b>7. Total Liabilities (5+6)</b>	<b>\$0</b>	<b>\$16,733</b>

<b>8. NET WORTH (4 minus 7)</b>	<b>\$2,924</b>	<b>\$34,588</b>
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<b>SUMMARY OF SOURCE AND USE OF FUNDS</b>		
9. Earnings from this proficiency area	XXXXXXXXXXXXXX	\$10,439
10. Other SAE earning NOT from this area	XXXXXXXXXXXXXX	\$24,261
11. Earnings from non-SAE activities	XXXXXXXXXXXXXX	\$0
12. Income other than earnings	XXXXXXXXXXXXXX	\$0
13. Total Earnings (9+10+11+12)	XXXXXXXXXXXXXX	\$34,700
14. Use of Funds	XXXXXXXXXXXXXX	
a. Total educational expenses	XXXXXXXXXXXXXX	\$0
b. Total other personal expenses	XXXXXXXXXXXXXX	\$12,373
<b>15. Total use of funds (14a+14b)</b>	<b>XXXXXXXXXXXXXX</b>	<b>\$12,373</b>

## IV. Skills and Activities

## AGRICULTURAL SALES

### A. Skills

(25)

List your top six placement skills and give a brief description of each one and its contribution to the success of your supervised agricultural experience program.

#### 1. Skill Number One.

Year	Skill	Where Attained	Student Hours
98-00	Communication Skills	Clayton's Garden Center	124

#### Description of Skill:

One skill that I have developed over the past three years while working at the Garden Center has been communicating with co-workers and customers. It has become very important that I make sure I communicate well at work so that jobs get done right the first time. I've become very comfortable in starting conversations with adults and peers that I am not yet familiar with. I can answer the phones and give advice on everything from watering impatiens to trouble-shooting chain saws and power equipment that won't start. The communication skills that I have learned from work will help me in the future. I've noticed that my communication skills learned from work have helped me to become willing to ask and answer questions in class as well as feel more comfortable in conversing with fellow students and adults. I feel that these same skills will become even more important as I attend college and apply for future jobs. Talking, listening and understanding will help me be successful.

#### 2. Skill Number Two.

Year	Skill	Where Attained	Student Hours
98-00	Leadership skills	Clayton's Garden Center	102

#### Description of Skill:

At work I've learned to take responsibilities upon myself. When I start a certain job or chore I don't quit until that particular task is complete. I've also learned to complete certain jobs without my boss first having to ask me. The last few springs I have been given the task of setting up and designing an eye appealing display for our nursery beds. After receiving this responsibility, I was allowed approximately two days to complete the project. Within those two days of arranging and rearranging potted shrubs and trees, I was rarely checked or looked over by the manager because he was very busy with the new spring orders coming in. After completing the task I felt very proud. Throughout my years of working at Clayton's I have experienced many similar tasks that have taught me good work ethic and responsibility. These qualities of leadership will help me in the future as I attend college and take part in school and campus projects, committees and activities.

#### 3. Skill Number Three.

Year	Skill	Where Attained	Student Hours
98-00	Locating merchandise	Clayton's Garden Center	74

#### Description of Skill:

Many customers that come to Clayton's aren't familiar with the layout of the establishment. For customers the garden center can be very confusing. Because of all the greenhouses and the many different goods and services we offer, the garden center covers quite a bit of property. It is of particular importance to elderly customers that I know where all of our products are located so that they don't spend needless time searching for a particular item. Many times when a customer enters the store I ask them "Can I help you find anything?" After asking this, most customers will tell me what they are looking for. I can then take them directly to the item that they are searching for. It is also important that I know my plants and know where they are located. Even for the most experienced gardener, it can take some time to search through the greenhouses to find the plant that they desire. Because people are busy, it really pleases them when I can take them right to the plants they want.

## IV. Skills and Activities (continued)

## AGRICULTURAL SALES

### A. Skills (continued)

(25)

List your top six placement skills and give a brief description of each one and its contribution to the success of your supervised agricultural experience program.

#### 4.Skill Number Four.

Year	Skill	Where Attained	Student Hours
98-00	Stocking items and preparing product displays	Clayton's Garden Center	72
<b>Description of Skill:</b> At Clayton's stocking items is truly a skill. We sell a wide variety of lawn and garden supplies and equipment. For this reason, I have to know how and where to stock many different items. Some of the items I stock that take a great deal of care when handling are our clay pots and ceramic bird baths. We get a shipment of these items several times a year. After they come in I help to unwrap and carry them off of the trucks that they come in. With the wide variety of pots and bird baths, it is important that I stock these items so that they are convenient for the customer. This means that I must stock items in plain view and position them so that they are easily accessible for the customer. Stocking items such as lawn mowers and seeders take some mechanical skills. These type of items generally come with some assembly required. It is imperative that I construct these items correctly for customer use. Above all, I need to make sure items are displayed in a way to be appealing for the customer			

#### 5. Skill Number Five.

Year	Skill	Where Attained	Student Hours
98-00	Presenting products and making sales to customers	Clayton's Garden Center	108
<b>Description of Skill:</b> The way I present and explain products to customers is very critical to selling merchandise. When a customer sees an item that he or she likes, it is my job to convince them that they need and can use that particular item. In order to show a customer the different features of an item, whether it be a flat of flowers or a chain saw, I need to know as much about that product as I possibly can. This often means that I need to do my homework. This often includes reading manuals and listening in on my manager when he is selling a particular item. Selling power equipment often involves me learning the different warranties that go along with certain parts of a piece of equipment. When a customer is considering purchasing flowers, I explain the type of sunlight, soil and water requirements that the plants need. Being able to answer even the easiest questions can make the difference between selling an item and not selling. It makes my job more satisfying to help customers in this way.			

#### 6. Skill Number Six.

Year	Skill	Where Attained	Student Hours
98-00	Customer service	Clayton's Garden Center	241
<b>Description of Skill:</b> The garden center really depends on people to come back year after year I order to keep the business going. We also depend on people telling each other about the garden center to attract new customers. For this very reason we need to make sure that people leave our establishment happy and satisfied with their purchases. To make sure every customer is satisfied, I make every possible effort to help out each customer that I come in contact with. I make sure to ask them if I can help them find anything or if they have any questions. Besides answering questions, I also make sure that I help customers carry items. Many times customers buy more than they can carry. This is when I help them out. I often help carry extra flowers or pots. I've had extensive experience in retrieving bags of soil that customers have purchased. Also, if a customer can't fit all they have purchased into their vehicle, I will deliver their purchases with my truck in my free time after work.			

## IV. Skills and Activities (continued)

## AGRICULTURAL SALES

### B. Activities

(25)

List your top three placement activities and give a brief description of each one and its contribution to the success of your supervised agricultural experience program.

#### 1. Activity Number One.

Year	Activity	Where Attained	Student Hours
98-00	Selling plants and lawn care products	Clayton's Garden Center	245

#### Description of Activity:

While working at the garden center I am required to be a salesman. AT the garden center we don't just sell flowers and vegetables. WE also sell seeds, potting soil, garden tools, fertilizers, chain saws, lawn mowers, bird baths, feeders and feed. I'm expected to learn about all the products and the best way to present them to the consumer. When I first approach a customer, I ask "May I help you with anything?" I often answer questions for customers concerning plants and power equipment. Many times I have assisted customers in demonstrating power lawn equipment for sale. I was very proud to have sold four lawn mowers, two chain saws, three weed eaters and three leaf blowers all in my first year of employment. Besides these big ticket items, I had also sold many plants, bird houses, sprinklers, etc.. Since my first year at the garden center I have learned new ways to market items to customers and have become more knowledgeable about new and existing products.

#### 2. Activity Number Two.

Year	Activity	Where Attained	Student Hours
98-00	Problem solving and customer assistance	Clayton's Garden Center	231

#### Description of Activity:

At the garden center we also repair Lawn Boy mowers and Echo lawn equipment. When a customer needs a certain part I can look up the part in our inventory. By using micro-film, and locate it for the customer from our stock area. I also assist elderly customers by carrying out items such as bags of dog and bird food. I have also had experience in running the cash register and credit card machine. I have learned how to price items and memorize prices for customers's convenience. I have taken part in the picking up of push and self-propelled lawn mowers in the event a customer is not able to. I answer the phone, take messages, and answer questions for customers. I've even assisted in ordering certain pieces of equipment that we don't have in stock but have access to. While at work, I make the extra effort to help out customers whenever I can. This may include carrying heavy pots or helping them take their purchases out of their vehicles. After a sale, I always make sure to thank the customers.

#### 3. Activity Number Three.

Year	Activity	Where Attained	Student Hours
98-00	Cleaning, following directions and providing comfortable attractive sales environment.	Clayton's Garden Center	52

#### Description of Activity:

At the garden center I have learned the importance of following orders and directions. Many times I'm required to clean floors, dust plants and help keep a tidy appearance in and around the garden center. Since many of the floors in our greenhouses are dirt we have the problem of weed growth. I spend time in the greenhouses pulling weeds and doing general maintenance work to the greenhouses. One of my employers main goals is to maintain a healthy, hazard free environment for our customers to shop in. As well as caring for the greenhouses, I have also been required to trim and mow the garden center's lawn. Besides mowing the lawns I have also fertilized the lawns for spring and fall. It's very important that we keep a clean, attractive environment for customers to enjoy. If a customer feels that an establishment is clean and safe, it seems that they are more willing to buy items from that business. I've come to enjoy and take pride in the positive appearance I help give the garden center.

# Checklist for Agricultural Placement Proficiency Applications

**Award Area:** USE ARROW TO THE RIGHT TO SELECT

**Name:** 0

Local Advisor	State Advisor	Circle "Y" if the Statement is "YES" and "N" if the Statement is "NO".
Y N	Y N	1. Applicant has been an active FFA member for each year covered by this application. <b>Cover</b> page, <b>Line 20</b> . (Please consult the local & state copy of membership roster for each year.)
Y N	Y N	2. Applicant has included his/her Social Security Number, <b>Cover</b> page, <b>Line 5</b> .
Y N	Y N	3. Applicant has been out of high school for no more than one year. <b>Cover</b> page, <b>Line 19</b> .
Y N	Y N	4. Applicant has graduated and has completed at least three full years of agriculture, or all of the agriculture offered at the school last attended, <b>Cover</b> page, <b>Line 16</b> . <b>Note:</b> Applicants that are still in high school at the time of applying are eligible to participate at all grade levels.
Y N	Y N	5. Applicant has in operation and has maintained records to substantiate an outstanding supervised agricultural experience program through which exhibits comprehensive planning, managerial and financial expertise, Pages 2, 3, 4, 5, 6, 7, 8, and 9.
Y N	Y N	6. The total hours that a student list on Page 4, Section II, are greater than or equal or equal to the hours listed in either the "Skills" portion of Section IV. Pages 6 and 7 or the "Activities" portion of Section IV. Page 8.
Y N	Y N	7. Applicant has included no more than a two page resume.
Y N	Y N	8. Applicant has included no more than a one page written evaluation by the most recent employer or agriculture instructor describing the progress that the applicant has made in developing the skills and competencies necessary for success within the award area in which they are applying.
Y N	Y N	9. Applicant has included a maximum of six photographs with captions containing less than 50 words each.
Y N	Y N	10. Applicant has included a maximum of one page (maximum size 8 1/2" x 11") of additional information. (This may <b>NOT</b> include the following: Video Tapes; Computer Disk; Cd ROM's; DVD's; etc.)
Y N	Y N	11. The Application is properly signed by the applicant, parent or guardian, chapter advisor, school superintendent or principal, and submitted to the State FFA Advisor.

## RESUME

Matt Roberts

8464 N. Syracuse-Webster Road

Anywhere, Indiana 40000

(555) 834-0002

### Career Objective

After high school I plan on attending Purdue University. I plan to earn a double major; in Agricultural Systems Management and Military Science. After graduating I plan to join the United States Army, in the Airborne Division. After completing three to four years of military duty, I would like to get a job testing new farm equipment.

### Education

Anywhere High School; Anywhere, Indiana

Majors: Agriculture, English, Mathematics, Science

Agriculture Classes Taken:

-Soil Science

-Supervised Agricultural Experience

-Supervised Agricultural Experience, Co-op

-Conservation Natural Resources

-Livestock Production

-Farm Management

### FFA Leadership Activities/Awards

#### FFA OFFICES AND LEADERSHIP TRAINING:

Test Plot Committee-1998, 1999, 2000

Food For America Committee- 1999, 2000

National FFA Week Committee- 1999, 2000

State FFA Convention- 2000

Caramel Com/Senior Scholarship Committee- 2000

Chapter Secretary- 1999-2000

Chapter President- 2000-2001

District Kick-off Officer Training- 2000

National FFA Convention- 2000

#### CAREER DEVELOPMENT ACTIVITIES, JUDGING EVENTS:

##### Soils Evaluation Team:

County- 1997, 1998, 1999, 2000 (Team: 5<sup>th</sup>, 3<sup>rd</sup>, 1<sup>st</sup>, 1<sup>st</sup>/Individual: 3<sup>rd</sup>, 1<sup>st</sup>, 6<sup>th</sup>)

Area- 1997, 1998, 1999, 2000 (Team: 7<sup>th</sup>, 19<sup>th</sup>, 1<sup>st</sup>, 2<sup>nd</sup>/ Individual: 2<sup>nd</sup>, 2<sup>nd</sup>)

State- 1998, 1999, 2000 (Team: 4<sup>th</sup>, 8<sup>th</sup>, 2<sup>nd</sup>/ Individual: 7<sup>th</sup>)

National- 1999 (Note: 1999 Team did not get to compete due to tornado)

National- 2001 (Team qualified to compete in May 2001)

##### Livestock Evaluation Team:

County- 1998, 1999 (Team 4<sup>th</sup>, 5<sup>th</sup>)

Area- 1998, 1999 (Team 4<sup>th</sup>)

State-1998 (Team 10<sup>th</sup> Overall; 5<sup>th</sup> Swine Division)

##### Dairy Evaluation Team:

County- 1999, 2000 (Team 3<sup>rd</sup>, 4<sup>th</sup>)

Area- 1999, 2000 (Team 9<sup>th</sup>, 7<sup>th</sup>)

##### Horticulture Evaluation Team

State- 2000 (Team 2<sup>nd</sup>)

#### CAREER DEVELOPMENT ACTIVITIES, LEADERSHIP CONTESTS:

Conservation Demonstration-1998 (2<sup>nd</sup>), 1999 (in 2000 (3<sup>rd</sup>))

#### CAREER DEVELOPMENT ACTIVITIES, PROFICIENCY AWARDS:

Agricultural Sales and/or Service – 2000 (District-1<sup>st</sup>); 2000 (State-2<sup>nd</sup>)

#### CAREER DEVELOPMENT ACTIVITIES, COOPERATIVE ACTIVITIES:

Caramel Can/Senior Scholarship Project-1998, 1999, 2000

FFA Test Plot Work Days-1998, 1999, 2000

Chapter Newsletter Articles- 1998, 1999, 2000

FFA Awards Banquet-1998, 1999, 2000

FFA Week Breakfast-1998, 1999, 2000

FFA Pica Party- 1998, 1999, 2000

FFA Member Atxdon- 1998, 1999, 2000

FFA Recreation Night- 1998, 1999, 2000

FFA Fun Night-1998,1999, 2000

Farm Progress Show Fiekitrip- 1998

FFA Basketball Team 1998

New Member/Parent Ice Cream Social-1998

Anywhere County Ag Day- 1999, 2000

Bowl-A-Thon for Riley Children's Hospital- 2000

Senior Member/Officer Cookout- 1999-2000

## **School Leadership Activities/Awards**

Donated to Annual High School Penny Pitch for Needy Families- 1997, 1998, 1999, 2000  
Student Aide for Foreign Language Department-1997-98, 1998-99, 1999-2000  
Honor RoA- 1997-2001  
Honors Independent Time- 1998-2001  
Student Aide for Agriculture Department- 2000-2001  
Dollars For Scholars Committee- 2000-2001

## **Community Leadership Activities/Awards**

4-H aub Member-1997,1998,1999, 2000  
4-H Club Officer-1997, 1998, 1999, 2000 (Secretary, President)  
Kosciusko County Fair Grand Champion Rate of Gain Steer-1998, 1999, 2000  
Koscisuko County Fair Grand Champion Corn- 1998, 1999, 2000  
Koscisuko County Fair Grand Champion Soybeans- 1998, 1999, 2000  
Kosciusko County Fair Grand Champion Electric- 1998, 1999, 2000  
4-H Junior Leader Achievement Award-1999, 2000  
Church Youth Group-1997, 1998, 1999, 2000  
Packaged Gifts for Needy Families at Christmas-1998, 1999, 2000  
Visited Local Nursing Homes- 1997, 1998, 1999, 2000

## **Professional Associations**

North American Hunting Club- 1998, 1999, 2000  
Member American Angus Association- 1998, 1999, 2000

## **Other Accomplishments**

Livestock Judging:  
Premier Stockman-1998  
Seedstock Edge Swine Judging Contest 1998, 1999, 2000  
Iowa Western Video Livestock Judging Contest 1998, 1999, 2000  
Twin Lakes Invitational-1999, 2000  
Huntington Invitational- 1999, 2000  
Rensselear Invitational-1999, 2000  
Soil Judging:  
Allen County Soil and Water Conservation District Invitational-1997, 1998, 1999  
North Miami/Southwood Invitational-1997, 1998, 1999, 2000 (3<sup>rd</sup> Junior Team,; 7<sup>th</sup>, 4<sup>th</sup> Senior Team)  
Clinton Central Invitational- 1997, 1998, 1999, 2000 (8<sup>th</sup>, 10<sup>th</sup>, 5<sup>th</sup> Team; 7<sup>th</sup> Individual)  
Purdue Invitational-1997, 1998, 1999, 2000 (9<sup>th</sup> Team; 5<sup>th</sup> individual)

## **References**

Alan Frank  
High School Principal  
6988 E. Tee Road  
Anywhere, IN 40000  
(555) 834-9002

Sam St. Clair  
Director, Kos. Co. SWCD  
217 E. Bell Drive  
Anywhere, IN 40000  
(555) 837-5007

Garry Tom  
Farmer  
5377E 800N  
Anywhere, IN 40000  
(555) 834-2006

## Instructor/ Employer Statement

### EMPLOYER STATEMENT:

Matt Roberts has been employed at Clayton Garden Center for the past three years. In that time he has become a very valuable asset to our business operation. Our business involves being a full-service, retail garden center. We start many of our own plants in our greenhouses and provide a wide variety of lawn and garden supplies and equipment to our customers. Regardless of which area of the business that we ask Matt to work in, he has always been willing to tackle any task. In the beginning this involved having Matt fill pots and flats with potting soil, moving plants from our starter greenhouse to one of our grower houses, helping customers carry-out their purchases, and helping customers find what they were looking for. It did not takes us long to realize that Matt was a very dependable employee. In addition, he was quick to learn and seldom did we have to explain how to do something a second time. He was always on time and ready to go to work each day.

Because of Matt's dependability, we have given him ever more increasing levels of responsibility. This started with running the cash register to having him demonstrate power equipment for potential sales. Early during the second spring of his employment, he sold his first lawn mower. Recently, Matt has been helping with the repair and maintenance of our lawn equipment. He also became very knowledgeable about our nursery operation. As a result he has helped to increase our sale of plants in this area by being able to answer customer questions.

Matt is one young adult that has the desire to accomplish anything that he sets out to do. We have been fortunate to have him as one of our employees.

### INSTRUCTOR STATEMENT:

Matt is currently a senior in our agriculture education program. He is serving as our Chapter President. This is the second office Matt has held in the FFA. As I have gotten to know Matt, I have been impressed with his eagerness and willingness to go beyond what is asked or expected of him. He is a very genuine young man that encourages others to work hard to succeed. He relates well to his classmates, teachers, and other adults. He is well respected by his peers. He has provided a great deal of leadership for our Chapter.

In FFA Matt has competed in five, state level career development events. This includes placing among the top ten teams each time. Along with his teammates, he will be representing our Chapter in National Land Judging Contest this spring. He has been involved in numerous leadership activities from the local to the national level.

Matt's Supervised Agricultural Experience project is very diversified. He is currently employed at Clayton Garden Center where he is gaining valuable experience in retail sales, in caring for horticultural plants, and in the service of lawn and garden equipment. Having been raised on a farm, Matt also raises beef, swine, corn and soybeans at home. Each year he has worked to expand each of these enterprises. His involvement and improvement in each of these projects has been gratifying to me and provides a good example to younger members of the possibilities for an SAE project.

I am pleased to recommend Matt Roberts for consideration of the Agricultural Sales Proficiency Award.



**SEED AND PRODUCT SALES –** One of my responsibilities at the Garden Center is working behind the check-out counter. I assist customers in selecting the appropriate seed and weighing the correct amount of seed for the size of their project. I also ring up sales on all of our other products.



**ANNUAL FLOWERS** – One of our biggest sale items are annual flowers. These pansy's are just one example. My responsibilities include starting seed, transplanting, watering greenhouses, moving flats to cold frames, and presenting colorful displays to attract customer attention. Being knowledgeable about flower's growth habits has also been useful when helping customers.



**PET FOOD DISPLAY AND SALES** – Every other Tuesday we receive shipments of pet food. I unload delivery trucks, stock shelves, price each item, and organize display areas. Since we handle so many different kinds of feed for dogs, cats, horses, rabbits, etc.; I often help customers select the appropriate food.



**NURSERY BED MAINTENANCE AND SALES –** The landscape and nursery plants section have become one of my primary responsibilities. Being able to quickly identify, locate, and explain plant growing habits for a customer are majors asset in salesmanship. Bedding plants such as euonymus in sawdust helps keep our nursery beds maintained.



**CARRY-OUT, LOADING, AND DELIVERY –** Our customers appreciate having heavy items such as topsoil, mulch, decorative stone and potted nursery plants loaded for them. One service I started was delivering such items to senior citizens when they needed assistance. I took it upon myself to make after hours deliveries with my truck.



**POWER EQUIPMENT SALES AND SERVICE – The Garden Center handles a wide range of power equipment. I soon realized that to make a sale you need a good presentation. When demonstrating a new mower, my goal is to have the mower start within the first three pulls to show ease of starting.**

## **PERSONAL PAGE**

UNABLE TO SCAN NEWSPAPER  
ARTICLE SUBMITTED WITH THE  
APPLICATION.